1 December 1977

MEMORANDUM FOR: Director of Data Processing

STATINTL

THROUGH   : Executive Officer, ODP

FROM   : ███████████████████

Chief, Administrative Staff, ODP

SUBJECT   : Admin Staff Weekly Report
                28 November - 2 December 1977

1. **PERSONNEL**

a. Two of the clerical recruiters for the Office of Personnel and the Chief of Clerical Staffing Branch and her assistant were given a briefing and tour of the ██████ STATINTL puter Center. This will help them better understand the types of people we are looking for to work in the Center.

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b. Members of the Management Training Branch of OTR briefed the MZ Board and other supervisors on various management training courses; made some suggestions on types of courses ODPers should be taking and in general clarified the management training program. We will be planning to ask OTR to run some special management courses for ODPers in the near future.   STATINTL

c. On 7&8 December meetings will be held in the ███ STATINTL Building and the Headquarters auditorium on the FUST Program (Full Utilization of Skills and Training). Mr. ███ from STATINTL the DDA's EEO Office will explain to all ODP employees GS-12 and below exactly what FUST is and will give instructions on how to complete some forms that will be passed out at the meeting. Everyone will be notified the week of 5 December concerning the times of these meetings and who should attend.
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2. **SPACE**

a. GSA roadblock in preparing CAM's space in the ███ STATINTL Building was broken. Presently the plan is to complete the move to ███ in December 1977.

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  b. LSD arranged to make certain moves in the Ames Building which will enable SPS, including its contractors and DIA personnel dedicated to SAFE to consolidate on the fourth floor of Ames. STATINTL

  c. Draft of a memorandum designed to secure space for SAFE in the Headquarters Building was put in the staffing process. STATINTL

3. TRAINING

  First draft of the programs to computerize ODP's training data was complied by B Division. STATINTL

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